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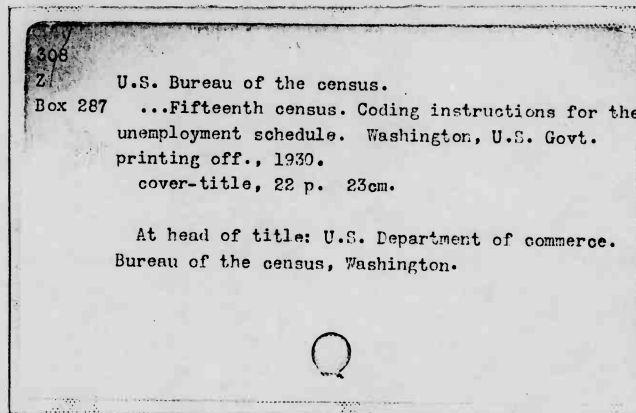
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U. S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
WASHINGTON

FIFTEENTH CENSUS

CODING INSTRUCTIONS  
FOR THE  
UNEMPLOYMENT SCHEDULE

308

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## CODING INSTRUCTIONS FOR THE UNEMPLOYMENT SCHEDULE

1. The Unemployment Schedule contains the names of persons who usually work at a gainful occupation but who have been reported by the census enumerators as not at work on the day before the enumerator called. (See Instructions to Enumerators, pars. 225-236 and 243-271.)

### GENERAL INSTRUCTIONS

2. The work of coding these schedules includes two more or less distinct kinds of work: First, to examine each entry on the schedule for completeness and consistency; and second, to supply the necessary code symbols as indicated below.

3. The work should always be done line by line, and not by columns. A strip of cardboard should be placed across the schedule, just below the line under consideration, to guard against the possibility of confusing entries on different lines.

4. Before you begin the work of coding the schedules, study very carefully the notes and instructions printed in the bottom margin of the schedule.

5. All corrections and code figures entered on the schedule by the coding clerk should be made with red ink, using a medium-point pen. Be especially careful not to make an "X" which looks like a "4," or vice versa.

6. Where any change or correction has to be made in an entry on the schedule, it is usually best to cross out the original entry and rewrite the entry entire, rather than to try to change a part of the original entry. Make no change on the basis of one column only. Examine all the columns for supporting evidence.

### PERSONS WITH JOBS AND PERSONS WITHOUT JOBS

7. The main part of the Unemployment Schedule is divided into two sections. The first section, comprising Columns 7 to 11, is designed for recording information about persons who report that they have a job, but for some reason were not working at that job on the day before they were enumerated. The second section, comprising Columns 12 to 15, is designed for recording information about persons who report that they have no job of any kind. Obviously, there should not be entries for the same person in both of these sections. Some of the enumerators, however, have failed to understand the distinction between these two classes and have made entries in both sections, or have made entries that are inconsistent with their answer to the question in Column 6, "Does this person have a job of any kind?"

## EXAMINATION AND CODING OF SPECIFIC QUESTIONS

8. **Columns 1 to 4. Identification.**—These columns are not to be coded, and it will seldom be necessary even to make any reference to the entries in them.

9. **Column 5. Does this person usually work at a gainful occupation?**—The answer here should be "Yes" if the person is properly returned on the Unemployment Schedule, and if it is "Yes" you need to do nothing further with it.

10. Where the answer "No" appears in this column, with no entries in Columns 6 to 15, turn at once to Column C and enter code symbol "0," which will indicate that the entry was made contrary to the instructions given to the enumerator. Special instructions with regard to the classification of these "Invalid cases" are given in paragraph 45.

11. If you find "No" in Column 5 with apparently valid entries either on the left-hand or on the right-hand side of the schedule, with an occupation coded in Column 1, the entry in Column 5 should be changed to "Yes."

12. **Column 6. Does this person have a job of any kind?**—This column is the key to the separation between those with jobs and the jobless, as set forth in paragraph 7. When the entry is "Yes" there should be entries in Columns 7 to 11, inclusive. When the entry is "No" there should be entries in Columns 12 to 15. If there is no entry in Column 6, the proper entry should be supplied by reference to the columns in which the unemployment entries are made.

13. When entries appear on both sides of the schedule, look for the reasons assigned in Columns 8 and 15, and the period of idleness in Columns 7 and 14. If the reason itself indicates that the person has no job, for example "Discharged," code the right-hand side of the schedule. If the reason indicates that the person does have a job, for example "Vacation," code the left-hand side. If a person has been idle a year or more, code the right-hand side. When the period of idleness is less than one year, however, other evidence must be considered before making a decision. If the decision so made does not agree with the entry in Column 6, that entry should be changed. In the majority of cases, however, you should code the left-hand side if the entry in Column 6 is "Yes," and the right-hand side if the entry is "No." If you find more than two cases on one schedule with entries on both sides, you should consult your section chief.

14. If an entry of "Yes" in Column 6 is followed by blanks in Columns 7 to 11, with proper entries in Columns 12 to 15, the "Yes" should be changed to "No." Similarly, if an entry of "No" is followed by entries in Columns 7 to 11, with no entries in Columns 12 to 15, change the "No" to "Yes." *Provided:* That these changes are to be made only in case there is no information on the schedule supporting the entry in Column 6 and indicating that the location

of the other entries is wrong. If you should find, for example, a person for whom the entry in Column 6 was "No," with entries in Columns 7 to 14, including the reason "Discharged" in Column 8, you should retain the entry in Column 6, transfer the weeks idle from Column 7 to Column 14, code the reason for not being at work in Column B, and supply "Yes," "Yes," in Columns 12 and 13.

15. In general, if the right-hand section of the schedule (Columns 12-15) is completely filled out for any person and there are scattered entries in the left-hand section (Columns 7-11) for the same person (for example, the number of weeks given in Column 7 as well as in Column 14) you should retain the entries in the complete section and cancel the scattered entries in the other section.

## DATA FOR PERSONS WITH JOBS—COLUMNS 7 TO 11

16. In this group of columns should appear all the information collected with special reference to persons who are temporarily idle but have jobs to which they expect to return, that is, the persons answering "Yes" in Column 6. These are the columns which fall under the main heading "If this person has a job."

17. **Column 7. How many weeks since he has worked on that job?**—The periods of idleness reported in this column have been classified into 12 groups, as listed below. Write in Column 7 the code figure indicating the group into which the reported period falls.

Weeks	Code	Days	Months	Years
Under 1 week.....	0	1- 6	-----	-----
1 or 2 weeks.....	1	7-20	-----	-----
3 or 4 weeks.....	2	21-31	1	-----
5 to 8 weeks.....	3	-----	2	-----
9 to 13 weeks.....	4	-----	3	-----
14 to 17 weeks.....	5	-----	4	-----
18 to 26 weeks.....	6	-----	5- 6	-----
27 to 39 weeks.....	7	-----	7- 9	-----
40 to 52 weeks.....	8	-----	10-12	-----
53 to 104 weeks.....	9	-----	-----	1
105 weeks and over.....	X	-----	-----	2 or more
Not reported.....	V	-----	-----	-----

18. **Columns 8 and A. Why was he not at work yesterday?**—On the basis of the reason for not being at work which is given in Column 8, enter a code symbol in Column A, referring to the "Code List for Reasons for Idleness" which follows paragraph 52. If the reason given is not shown in the code list or in the Alphabetical Index (pp. 16-22), look for a reason which may be identical in meaning but differently worded. If you are still unable to find a code number for the reason given, consider in which of the 10 groups of specific reasons

it would best fit, and if practicable give it the last code number shown for the group—the one ending in “9” and designated usually “Other reasons.” If the reason given positively does not fit in any of the groups, code “X9.”

**19. Reasons indicating “Invalid” entries.**—If you find the given reason in the group at the end of the code list under the heading “Invalid cases,” this indicates that the person should not have been reported on the Unemployment Schedule. In such a case enter “VV” in Column A, “9” in Column C, and in Column L the symbol (1, 2, 3, etc.) indicated for the specific reason in the list given under the heading “Invalid cases.” (See par. 45.)

**20.** If you find any other indications that the return was not made in accordance with the Instructions to Enumerators, bring the entry to the attention of your section chief.

**21. Column 9. Does he lose a day's pay by not being at work?**—If this column has an answer, “Yes” or “No,” you need ordinarily pay little further attention to it.

**22.** If, however, this column is blank, an answer must be supplied. If there is anything either in the reason given in Column 8 or in any of the other entries to indicate that the answer should be “No,” supply “No”; otherwise, supply “Yes,” thus giving the person “the benefit of the doubt.”

**23. Column 10. How many days did he work last week?**—An entry in this column is not necessarily inconsistent with a period of weeks in Column 7. A person unemployed on his regular job may work at odd jobs to fill in a period of inactivity in his regular job, and the enumerators have reported such cases in Column 10. Occasionally the number of days shown in Column 10 will exceed the number of days in a full-time week as shown in Column 11. If the figures are reasonable, this may be accepted as representing overtime work.

**24.** If the answer in this column is an integral number of days, as 1, 2, or 5, nothing further need be done. If the answer is “ $4\frac{1}{2}$ ,” cancel and write the code figure “8”; if the answer is “ $5\frac{1}{2}$ ,” cancel and write the code figure “9.” For any other fraction, if the fraction is less than one-half, cross it out; if the fraction is one-half or more, cross out the entry and write the next higher unit. For example, in place of “ $2\frac{1}{2}$ ” write “3.” If more than 7, cross out the entry and write “7.”

**25. Column 11. How many days in a full-time week?**—The number of days entered will usually be 5,  $5\frac{1}{2}$ , or 6. But part-time workers may report 1 day, or 2, or more. Railroad men may have runs on alternate days, and hence a  $3\frac{1}{2}$ -day week. The building trades in many localities, and other skilled workers in some localities, have a 5-day week. Hotel employees often have a 7-day week.

**26.** Handle fractional entries as directed in paragraph 24, except that for “ $3\frac{1}{2}$ ” you must write the code figure “0,” rather than “4.”

# DATA FOR PERSONS WITHOUT JOBS—COLUMNS 12 TO 15

**27.** In these columns should appear all the information collected with reference to persons who are without jobs of any kind—that is, the persons who have answered “No” in Column 6. These columns fall under the main heading, “If this person has no job of any kind.”

**28. Column 12. Is he able to work?**—The entry in this column will usually be “Yes” except where the person is returned in Column 15 as sick or disabled, in which case the usual entry in Column 12 will be “No.” Since the reason given in Column 15 is frequently the reason for losing one's last job, however, rather than the reason for being out of a job now, it is possible to have the entry “Yes” correctly standing in Column 12, with sickness or accident given as the “reason” in Column 15. “Yes” in Column 12 should not be changed, therefore, because of an entry indicating sickness or accident in Column 15. For an entry in Column 15 indicating total disability, however, an entry of “Yes” in Column 12 should be changed to “No.”

**29.** If Column 12 is blank, supply “Yes” or “No” in accordance with other information on the schedule, if that furnishes any clue to the correct answer, as for example “No,” if there is an entry in Column 15 indicating sickness or disability. In case no other information on this point appears, supply the answer “Yes,” as representing the most probable situation. (See par. 22.)

**30. Column 13. Is he looking for a job?**—Where the answer in Column 12 is “Yes,” the answer in Column 13 will usually be “Yes” also. An entry of “No” may be accepted, however, as indicating that a person is not actively seeking a job, or was not actively seeking a job at the time of the enumeration. Where the entry in Column 12 is “No” the entry in Column 13 will usually be “No” also, though the answer “Yes” is possible and need not be changed.

**31.** In case there is no entry in Column 13, supply “Yes” if the answer in Column 12 is “Yes,” or “No” if the answer in Column 12 is “No.”

**32. Column 14. For how many weeks has he been without a job?**—The entries in this column are to be coded as directed in paragraph 17 for the entries in Column 7, using the same series of symbols.

**33.** If the entry is more than 99 weeks, following entries of “No,” “No” in Columns 12 and 13, with a reason in Column 15 indicating permanent total disability, such as “Paralyzed,” or “Ill, tuberculosis,” enter code symbol “9” in Column C, indicating an invalid return, in addition to the proper code symbols in Columns B and L. (See pars. 34 and 45.)

**34. Columns 15 and B. Reason for being out of a job (or for losing his last job).**—Handle these columns exactly as directed in paragraph 18 for Columns 8 and A. Enter in Column B the symbol

indicated for the reason given in Column 15, in accordance with the code for "Reason for idleness" which follows paragraph 52.

**35. Column C. Classification.**—A code symbol should be entered in this column for each class of unemployed persons, as determined by the entries in Columns 6, 9, 12, and 13, as follows, except when code "9" has already been entered in this column:

Col. 6	Col. 9	Col. 12	Col. 13	Classification code	Class
Yes	Yes	-----	-----	1	With job—idle without pay.
Yes	No	-----	-----	2	With job—idle <i>with</i> pay.
No	-----	Yes	Yes-----	3	Jobless—able and willing to work.
No	-----	Yes	No-----	4	Jobless—not seeking work.
No	-----	No	No or Yes--	5	Jobless—unable to work.
Special instructions, pars. 10, 19, 33, 42, 44, 45.				9	"Invalid" cases.

#### INFORMATION TRANSCRIBED FROM POPULATION SCHEDULE— COLUMNS D TO K

**36.** The information in these columns has been transcribed from the Population Schedule. You are not responsible for these entries, but you should use them whenever they will be of assistance in checking for completeness and consistency and in coding Columns A, B, C, and L.

**37. Column D. Relationship.**—In this column you will find a code figure indicating the relationship of the person to the other members of his family, if any, as follows:

#### CODE

- 1 Head of family having a wife and/or children or other dependent relatives.
- 2 Head of a one-person family, or of a partnership family or other family made up of persons not dependent for their support on the "Head."
- 3 Person not head of a family, but in some way related, either directly or by marriage, to the head, as wife, daughter, son-in-law, etc.
- 4 Lodger, boarder, or other person not in any way related to the head of the family.

**38. Column E. Sex.**—The sex of the person is indicated by "M" for male and "F" for female.

**39. Column F. Color and Nativity.**—The color and nativity, and for a foreign-born person the ability to speak English, are coded in this column as follows:

#### CODE

- 1 Native white, native parentage.
- 2 Native white, foreign or mixed parentage.
- 3 Foreign-born white, able to speak English.
- 4 Foreign-born white, *not* able to speak English.
- 5 Negro.
- 6 Mexican.
- 7 Indian.
- 8 Chinese.
- 9 Japanese.
- 0 Other races.

**40. Column G. Age.**—In this column the age of the person has been transcribed directly from the entry on the Population Schedule.

**41. Column H. Marital condition.**—The marital condition of the person is indicated in this column by the following symbols:

- S Single  
M Married  
Wd Widowed  
D Divorced  
Un Unknown

**42. Column I. Occupation.**—The code symbol in this column indicates the occupation and the industry in which the person is usually employed. Whenever you need to make use of this information in considering the consistency of unemployment entries, etc., refer to the Classified Index of Occupations, to find what the symbol represents. The occupation classification, beginning on page 11, will ordinarily furnish all the information that you will need for this purpose, but if it is necessary to have more specific information as to the various occupation returns covered by a symbol, you may need to refer to the detailed list in the body of the occupation index. If you find in this column the entry "None" or "Retired," code "9" in Column C. If Column C has already been coded, change to "9."

**43. Column K. Class of worker.**—In Column K you will find a symbol indicating the "Class of worker"—that is, whether the person is a wage or salary worker, or an employer, or a person working on his own account, as follows:

- W Wage or salary worker (employee)  
E Employer  
O Person working on his own account (self-employed)

**44.** For an explanation of this classification see paragraphs 220 to 224 in the Instructions to Enumerators. If you find the entry "NP" in Column K, the case should be coded "9" in Column C. If Column C has already been coded, change to "9."

## INVALID CASES—CLASSIFICATION TO BE CODED IN COLUMN L

45. Various types of cases returned by the enumerator contrary to his instructions have been identified by the code symbol "9" in Column C. These cases are discovered at various stages in the work of coding. Some are found in the examination of Column 5 (see par. 11); some are identified by the entries in Column K (see par. 44); and some are discovered in attempting to code the reason reported in Column 8 or Column 14 (pars. 18 and 34). For all these cases (and for these only) a code figure must be entered in Column L, in accordance with the list given below. (Column L was originally intended for a different purpose, so its heading must be disregarded.)

## CODE

- 0 No occupation or "None" in Column I.
- 1 "Retired," either in Column 15 or Column I; include also persons 70 years old or over with "No" in Column 5.
- 2 Permanently disabled (Column 8 or 15) and idle more than 99 weeks (Column 7 or 14).
- 3 Teacher on vacation. "Vacation" or its equivalent (Column 8 or 15) with code 8794 or 9494 in Column I.
- 4 Attending school (Column 8 or 15).
- 5 "Holiday" or "Rest day" (Column 8 or 15).
- 6 Seeking first job (Column 8 or 15, in connection with age).
- 7 Unpaid family worker. Any person with "NP" entered in Column K.
- 8 Omitted entries. Cases where the only entries are red-ink figures in Columns 2, 3, C, D, E, and G.<sup>1</sup>
- 9 Other reasons making entry invalid.

46. If one of the expressions in this list, or its approximate equivalent, is given as a reason for idleness either in Column 8 or in Column 15, you should code "VV" in Column A or B. These items represent reasons which are not valid reasons for unemployment. If a reason listed in Groups 0 to 9 (see code list, par. 52) is given in Column 8 or 15, it should be coded in Column A or B, even if another code symbol is entered in Column L.

## CODE LIST FOR REASONS FOR IDLENESS—COLUMN A OR B

47. The code symbols in the list given below are to be entered in Column A when the reason for idleness is given in Column 8, or in Column B when the reason for idleness is given in Column 15. Reasons for idleness have been grouped in accordance with certain general characteristics, as indicated in the list.

48. If the reason given is not in the exact words of the code list, consider whether the expression on the schedule is equivalent in

<sup>1</sup> Cases where the answer "No" appears in Column 28 on the Population Schedule, with no corresponding entry on the Unemployment Schedule.

meaning to some expression for which a code symbol is provided. If so give the code symbol of the equivalent reason. For example, if the reason given is "Mill shut down" you may code "54," Plant closed, or if the return is "Mine flooded," code "40," Building or mine destroyed or damaged.

49. If no approximate equivalent can be found in the code list, try to determine in which of the ten main groups the reason given should be placed, and give it the "other reasons" symbol in that group (the code symbol ending in 9). If the reason given can not be assigned to any of the ten main groups, it should be coded as "X9," Miscellaneous. When there is no reason given, code "VV."

50. When two or more reasons for idleness are given, as "Laid off—plant closed" give preference to the reason which falls in one of the first 8 groups (0 to 7, inclusive) rather than to the reasons in groups 8 and 9. In general a reason which is more definite, specific, or fundamental, should be preferred to one which is immediate or personal. If one reason is given in Column 8 and another in Column 15 the more significant reason should be coded, even if it is on the side of the schedule which has been crossed off in accordance with instructions in paragraph 13.

51. If the reason given for idleness is one which is specifically listed under the heading "Invalid cases," such as "Retired" or "Attending School," the entry in the code column A or B should be "VV," with the invalid code symbol entered in Column L.

52. The code list for reasons for idleness is as follows:

## CODE LIST FOR REASONS FOR IDLENESS—COLUMN A OR B

CODE SYMBOL GROUP 0.—*Voluntary absence from work*

- 00 Vacation
- 01 "Voluntary lay-off"
- 09 Other reasons for voluntary idleness

GROUP 1.—*Personal disability*

- 10 Illness of worker
- 11 Injury to worker
- 12 Moral or mental disability
- 19 Other personal disability

GROUP 2.—*Family reasons*

- 20 Illness in family
- 21 Death in family
- 22 Helping at home
- 29 Other family reasons

GROUP 3.—*"Off season" and weather conditions*

- 30 "Off season"
- 31 Weather conditions



CODE SYMBOL GROUP 4.—*Breakdown of plant or equipment*

- 40 Building or mine destroyed or damaged
- 41 Breakdown of machinery
- 42 Repairs to plant or machinery
- 43 Truck wrecked or being repaired
- 49 Other reasons involving breakdown

GROUP 5.—*Economic conditions*

- 50 Lack of orders or "Business dull"
- 51 Industrial depression
- 52 Job completed or not begun
- 53 Shortage of materials, equipment, or cars
- 54 Plant (factory, mine, store, etc.) closed, moved, or sold
- 55 Part-time operations
- 56 Substitute workers or "Extra gangs"
- 59 Other economic conditions

GROUP 6.—*Industrial policy*

- 60 Machines introduced or replaced
- 61 Reduction of force
- 62 Cheaper labor substituted
- 63 Plant or company reorganized
- 64 Worker too old (actually given as reason)
- 69 Other reasons of industrial policy

GROUP 7.—*Labor disputes*

- 70 Worker on strike or locked out
- 71 Affected by strike or lockout of others

GROUP 8.—*Immediate or superficial reasons*

- 80 Laid off
- 81 Discharged or "Fired"
- 82 "No work" or "Can't find work"
- 83 "Slack work"
- 89 Other immediate reasons

GROUP 9.—*Dissatisfaction with job or conditions of work*

- 90 Pay too low
- 91 Work too heavy
- 92 "Dissatisfied"
- 93 "Quit" or "Resigned"
- 94 Changing work
- 99 Other reasons suggesting dissatisfaction

GROUP 10 (X).—*Miscellaneous*

- X9 Miscellaneous (Reasons not elsewhere provided for)

GROUP 11 (V).—*Reason not reported*

- VV Reason not reported

GROUP 12.—*Invalid cases (coded or to be coded "9" in Column C)*

(For more detailed explanation see par. 45)

CODE, Col. A or B	CODE, Col. L
	0 No occupation
	1 Retired
VV-----	2 Permanently disabled
VV-----	3 Teacher on vacation
VV-----	4 Attending school
VV-----	5 Holiday
VV-----	6 First job
	7 Unpaid family worker
	8 Omitted entries.
	9 Other "Invalid" reasons

53. These 12 groups represent an attempt to reduce to order the entries made by the enumerators in Column 8 and Column 15. They result from a study of the actual schedules and are subject to revision if new and important statements of reasons are found. Avoid undue swelling of groups with code symbol ending in "9," "Other reasons," and when you find entries which are difficult to classify bring them to the attention of your section chief.

54. **Group 0. Voluntary absence from work.**—This group is intended to include all reasons for idleness ascribable to the worker's desire for leisure or to attend to other interests than his occupation. Class with "01," Voluntary lay off, all entries of "Lay off," or equivalent statements followed by the answer "No" in Column 9, signifying that the worker did not lose pay because of his absence. The code "09," Other reason for voluntary idleness, will include such reasons as to attend social functions or public events, to carry out social or civic duties, or to participate in sports or recreation.

55. **Group 1. Personal disability.**—Place here all reasons which refer to the worker's inability to attend to his regular duties because of his own disability. Code "10," Worker ill, will include such statements as "Operation" or "In hospital." Class here all such reasons as "Illness," "Sickness," "Ill," or "Sick." Code "19," Other personal disability, should include such statements as "Blindness," "Deaf," "Lost arm," etc.

56. **Group 2. Family reasons.**—Place here all reasons due to illness or disability of other members of the worker's family. The entry "Quarantine" or a similar expression should be coded "20," Illness in family. "Attending funeral" should be coded "29." Include in "29" all other family reasons, for example, "Moving family."

57. **Group 3. "Off season" and weather conditions.**—These are logically two separate groups, but are thrown together for convenience in tabulation. Include with "30," Off season, such returns as "Slack

season." Include with "31," Weather conditions, such reasons as "Rain," "Too cold," "Ground too wet," "Too dry," or "Bad weather."

**58. Group 4. Breakdown of plant or equipment.**—Place here all reasons referring to any failure of material equipment to operate continuously. Breakdowns of drilling or pumping machinery; necessity of stoppage for repairs; and bridge out, interfering with movement of trains or trucks, are examples.

**59. Group 5. Economic conditions.**—This group should be carefully differentiated from that following. Group 5 is intended to include reasons which are beyond the control of the employer. This is, perhaps, the most important group of reasons for unemployment. With "50," Lack of orders, should be classed such reasons as "Overproduction." With "51," Industrial depression, should be coded "Stock market crash." With "54," Plant (factory, mine, mill, or store) closed, moved, or sold, place "Business sold" and "Department closed." Include here also "House closed" or "Employer away," as used for servants, chauffeurs, or other household employees whose idleness is caused by the absence of their employer. Code "56" is to care for the idleness of wage earners whose work is irregular or intermittent because the workers are used to meet emergencies, or to replace absent wage earners. The extra gangs among railroad workers, the "flying squadrons" in factories, and various workers "on call" will furnish entries here.

**60. Group 6. Industrial policy.**—These are causes of idleness due to the employers' exercise of control over the industry. Code "60," Machines introduced, will include any introduction or change of mechanical equipment which displaces labor. Code "61," Reduction of force, is often secondary to some reason based on industrial conditions, but is listed here because it may be due to the volition of the employer. Code "62," Cheaper labor substituted, will include cases where men are replaced by women, or white persons by Negroes or Mexicans. Code "64," Worker too old, is intended primarily to cover those under retirement age who are replaced by younger persons, but it will include some workers (especially of the age of 70 or over) who should probably have been returned as "retired."

**61. Group 7. Labor disputes.**—This class covers idleness due to strike or lockout. You will not find many entries, since April, 1930, was a peaceful month industrially, but the numbers returned are important in certain localities and industries. Include in "70," "Worker on strike or locked out," entries of "strike" or "locked out" and other entries indicating that the worker himself is on strike or locked out; and in "71," "Affected by strike or lockout of others," cases in which it is specifically stated that the worker is idle because of strike or lockout of others.

**62. Group 8. Immediate or superficial reasons.**—The reasons so far indicated, except Group "0," are more or less definitely related to events beyond the control of the worker, and are fundamental or basic reasons. The reasons to be assigned to Group 8 and subsequent groups are those which can not be assigned to any one of the first eight groups. They are reasons which are either not sufficiently specific for assignment to any of the first eight groups or which are evidently intended to hide the real reason for idleness. Group 8 includes chiefly those reasons which may be either economic or personal, and which, while good reasons in themselves, are not basic reasons. Perhaps the most common reason of this group will be "Laid off," code "80," which may be due to economic conditions necessitating a reduction in force, or which may be simply discharge for cause. This will *not* include "lay-off" *with pay*, which will be coded "01." Similarly, "Can't find work," code "83," may mean that conditions beyond the worker's control make it actually impossible for him to get a job. On the other hand, he may not find work because he is not searching diligently enough.

**63. Group 9. Dissatisfaction with job.**—This is to cover cases where the responsibility for idleness is due to the exercise of control by the worker himself. The words "Dissatisfied," and "Quit" or "Resigned" occur so frequently on the schedules without further explanation that they have been given places as reasons "92" and "93."

**64. Group 10 (X). Miscellaneous (Reasons not elsewhere provided for).**—In this class will appear an indefinite number of other reasons of little individual importance. Their variety can not be foreseen. Examples at hand include "Lost driver's license," "Union card withdrawn," "On jury duty," and "Sentenced to jail."

**65. Group 11 (V). Reason not reported.**—Code "VV" for entries left blank or illegible, and also for reasons listed under "Invalid cases." These cases are also to be coded in Column L. (See par. 45.)

# ALPHABETICAL INDEX OF REASONS FOR IDLENESS

Absence, voluntary	01	Candidate	X9
Accident	11	Can't find work	82
automobile	11	Caring for sick	20
to machinery	41	Case ended (e. g., nursing)	52
to worker	11	Changed location	94
Age	64	Change of business	94
too old	64	employment	94
too young	69	Change of industry	94
Alternate weeks, works	55	machinery	60
Annual leave	00	management	63
Army, honorably discharged from	89	occupation	94
Arrested	X9	owner	63
Assisting at home	22	residence (worker)	29
At court	X9	style	69
Attending school	VV-4	Cheaper labor, replaced by	62
sick	20	Childbirth	10
Automobile accident	11	Church festivals	09
		holidays	09
Bad air (mine)	40	Civic Duty	X9
health	10	Closed business	54
roads	31	department	54
times	51	factory	54
weather	31	for winter	30
Bank closed	54	hotel	54
Bankruptcy of employer	54	house (servant)	54
of person reported	54	plant	54
Better conditions, seeking	99	shop (out of business)	54
job, seeking	99	shop (union regulation)	68
pay, seeking	90	Company bankrupt	54
Birth of child (mother)	10	closed	54
Blind	VV-2	in hands of receiver	54
partially	19	retrenching	69
Breakdown, machinery	41	Completed prison sentence	12
of truck	43	work	52
Broken arm (back, leg, etc.)	11	Conditions, seeking better working	99
Building delayed	59	unsanitary	99
slack	50	weather	31
season not started	30	Court, attending	X9
Burned out	40	by unmarried person	54
Business bankrupt	54	Crew laid off	61
changed hands	63	reduced	61
closed	54	Crippled	19
depression	50	Crop failure	59
dull	50	Curtailed production	69
failed	54	Cutting down force	61
merged	63	Dangerous work, quit because of	99
moved	54	Day off, regular	VV-5
reorganized	63	Day of rest, yesterday	VV-5
seasonal	30	Deaf	19
slack	50	and dumb	19
sold	54	and sight poor	19

# ALPHABETICAL INDEX OF REASONS FOR IDLENESS

Death in family	21	Dull business	50
of employer (servant)	54	season	31
Defective eyesight	19	Duty, relief	56
hearing	19	substitute	56
machinery	41	temporary	56
speech	19	Elevator burned	40
Delay, building	59	Employer away (servant)	54
Department closed	54	bankrupt	54
cut down	61	doing work	61
discontinued	54	left city (servant)	54
reorganized	63	moved away (servant)	54
Depression	51	out of city (servant)	54
seasonal	30	Employing only single people	69
Desire to better position	99	Employment changed	94
change occupation	99	substitute	56
Dictaphones installed	60	temporary	56
Disabled	11	English, not spoken	19
by accident	11	Expenses cut	69
by illness	10	Explosions	49
permanently	VV-2	Extra employment	56
totally	VV-2	Eyesight failed	19
veteran	VV-2	Factory bankrupt	54
Disagreement with boss, discharged		burned	40
after	81	closed	54
quit after	93	destroyed	40
Discharged	81	closed	54
honorably, from army or navy	X9	idle	54
lack of work	61	moved	54
work completed	52	on part time	55
Disciplined (with job)	89	shut down	54
(without job)	81	under repair	42
Discontinuance of product	69	Failure of business	54
Discontinued business	54	of crop	59
Disliked boss	99	Family away	54
Dislocated arm	11	left town	54
Dismissed	81	moved (servant)	54
for age	64	moved (worker's)	29
for marriage	69	sickness in	20
for misconduct	81	Farm, changed hands	63
Displaced by cheaper labor	62	lying idle	54
Displaced by machinery	60	moved from	99
by unmarried person	69	Farm work not started	30
by younger person	64	Father sick	20
Disqualified	89	Feeble-minded	12
"Dissatisfied"	92	Finished job	52
with heavy work	91	Fire	49
with hours	99	Fired	81
with pay	90	Firm bankrupt	54
Dissolved partnership	63	closed	54
Does not have regular work	56	dissolved partnership	63
Drilling discontinued	54	merged	63
Driving permit lost	X9	moved	54
Drunkenness	12	out of business	54
Dry weather	31		

Firm bankrupt—Continued.		Jail sentence	12
reorganized	63	Job, can not find	82
retrenching	69	completed	52
First job, seeking	VV-6	discontinued	69
Flooded, mine	40	finished	52
Floods	31	not begun	52
“Flying squadron”	56	not ready	52
Force, reduction of	61	seeking better	99
Foreclosure of business	54	seeking first	VV-6
Funeral	9	unsatisfactory	92
Furlough	80	Jury duty	X9
day	80	Lack of business	50
Further schooling	VV-4	building	50
General dullness	50	cars	53
Government lay off	61	Lack of equipment	53
Ground too dry	31	material	53
too wet	31	orders	50
Health failed	10	supplies	53
Health poor	10	work	82
Hearing defective	19	Laid off	80
Held up for lack of money	59	during winter	30
Helping at home	22	temporarily	80
mother (or father)	22	Landslide	49
High water	31	Laundry closed	54
Holiday	09	Lawsuit	X9
church	09	Lay off	80
Honeymoon	09	seasonal	30
Hospital closed	54	temporary	80
Hospital, just returned from	10	voluntary	01
Hotel closed	54	Learning new trade	94
Hot weather	31	Leave	00
House closed	54	annual	00
Hurt	11	Leave of absence	00
Idle mines	54	Left city (employer)	54
Idleness, voluntary	01	job	93
Ill	10	Let out	81
Illegible	VV	License revoked	X9
Illiterate	19	Line discontinued	69
Illness in family	20	Location changed	94
Immigrant, just arrived	X9	Lockout	70
Importation of new workers	62	of others	71
Incompetent	81	of worker	70
Industrial conditions	50	Looking for better job	99
depression	51	Loss of practice	50
dispute	70	trade	50
Industry, change of	94	Lost driver's permit	X9
Inefficient	81	job	89
Injury	11	license	X9
Introduction of machines	60	permit	X9
Inventory	69	union card	X9
Irregular demand for product	55	Low wages	90
employment	56	Machines, introduced	60
position	56	replaced	60

Machinery broke down	41	Nonunion job	69
changed	60	Not looking for work	01
disabled	41	Objection by parents	29
introduced	60	Occupation, changing	94
Management changed	63	Office closed	54
reorganized	63	term expired	52
Marital conflict	29	Off season	30
Marriage, absent to attend	09	Old age	64
dismissal for	69	On call	58
Marriage, quit work following	09	leave	00
Materials lacking	53	strike	70
Maternity	10	vacation	00
Mentally unfit	12	One-man street cars introduced	69
Mill bankrupt	54	Operation of plant suspended	54
burned	40	seasonal	30
closed	54	surgical	10
off season	30	Orders, lacking	50
destroyed	40	slack	50
under repair	42	Other workers behind schedule	53
Mine closed	54	Output curtailed	69
for repair	42	Overhead reduced	69
flooded	40	Overproduction	50
idle	54	Overstocked	50
machinery disabled	41	Overweight for job	19
tippie burned	40	Owners, change of	63
top burned	40	Parent's objection	29
worked out	54	Partially blind	19
Mother, helping	22	Part-time employment	55
Moved (without job)	94	operations	55
Moved, business of employer	54	work	55
factory	54	Patient cured	52
from another city	89	Pay reduced, quit because	90
from farm to city	94	seeking better	90
plant	54	too low	90
residence (worker) without	54	Penitentiary sentence	12
job	94	Pensioned	VV-1
shop	54	Periodic furlough	55
store	54	Periodic lay off	55
Moving family	29	Permanent disability	VV-2
Navy, honorably discharged from	X9	lay off	80
Nervous	19	Permit revoked or lost	X9
New job created	63	Permanently disabled	VV-2
Night crew laid off	61	Personal reason	09
No demand for labor	82	Plant broke down	40
funds	59	burned	40
job available	82	closed	54
license	X9	moved	54
orders	50	on part time	55
permit	X9	operations curtailed	69
union card	X9	reorganized	63
work	62	sold	54
working papers	VV-6	Politics in shop	99
Non-English speaking	19		

Position, irregular.....	56	Resigned—Continued.....	
seeking first.....	VV-6	reduction in pay.....	90
Practice fallen off.....	50	seeking better job.....	94
Prison sentence.....	12	to retire.....	VV-1
Private business.....	09	Restaurant closed.....	54
Product changed.....	69	Resting.....	01
discontinued.....	69	Rest day, "yesterday".....	VV-5
Production curtailed.....	69	Retired.....	69
Public events.....	09	Retrenchment.....	69
		Return to farm.....	94
Quarantine.....	20	to school.....	VV-4
Quit.....	93	Roads bad.....	31
Quit farming.....	94	Rotating jobs.....	56
hours too long.....	99	Route under bid.....	62
job.....	93	Scarcity of orders.....	50
pay too low.....	90	of work.....	50
to change occupation.....	94	School, attending.....	VV-4
to go to school.....	VV-4	just finished.....	VV-6
to retire.....	VV-1	Seam worked out.....	54
wages cut.....	90	Seasonal lay off.....	30
wages docked.....	99	Stoppage of work.....	54
work too heavy.....	91	Season dull.....	50
Rain.....	31	off.....	50
Recently arrived.....	X9	over.....	30
came to city.....	X9	slack.....	50
Recreation.....	09	slow.....	50
Reduced force.....	61	Seeking better job.....	99
wages.....	90	better pay.....	90
Reducing expenses.....	69	employment.....	82
Reduction of force.....	61	first job.....	VV-6
Reduction of overhead.....	69	lighter job.....	91
Regular day off.....	VV-5	Seeking other employment.....	99
worker returned.....	56	right work.....	99
Relief duty.....	56	work.....	82
Religious duties.....	09	Sentence just completed, jail, peni-	
holiday.....	09	tentiary, or workhouse.....	12
Remodeling plant.....	42	Shop bankrupt.....	54
Repairing mill.....	42	burned.....	40
Repairs.....	42	closed.....	54
on machinery.....	42	closed for repairs.....	42
on plant.....	42	closed, off season.....	30
Replaced.....	69	damaged.....	40
by cheaper labor.....	62	destroyed.....	40
by machinery.....	60	management changed.....	63
by younger worker.....	64	out of business.....	54
Replacement of equipment.....	60	reorganized.....	63
Resigned.....	93	under union regulations.....	69
because of health.....	10	Shortage of equipment.....	53
because of long hours.....	99	material.....	53
changing occupation.....	94	money.....	51
moving to new locality.....	99	work.....	50

Shut down.....	54	Teacher, spring vacation.....	VV-3
bankrupt.....	54	employment.....	56
for repairs.....	54	lay off.....	80
off season.....	54	position.....	56
winter season.....	54	Term of office expired.....	52
Sick.....	10	Theater destroyed.....	40
Sick, caring for.....	20	installing vitaphone.....	60
leave.....	10	torn down.....	40
Sickness.....	10	Too heavy (coat model).....	19
in family.....	20	ignorant.....	19
in home.....	20	old.....	64
Situation unpleasant.....	99	slow.....	69
Slack business.....	50	young.....	69
demand.....	50	Totally disabled.....	VV-2
orders.....	50	Tractors replaced men.....	60
season.....	83	Trade fallen off.....	50
work.....	83	Traveling.....	09
Sleet.....	31	Truck burned.....	43
Slow reason.....	83	Unable to find work.....	82
worker.....	69	to work.....	19
Smelter closed down.....	54	Under doctor's care.....	10
Snow.....	31	Union card lost.....	X9
Social functions.....	09	regulations.....	69
Sold business.....	54	shop.....	69
shop or store.....	54	Unfit mentally.....	12
Sports.....	09	physically.....	19
Spring vacation, teacher.....	VV-3	Unhealthy conditions.....	99
Stock market crash.....	51	Unknown reason.....	VV
Stock taking.....	54	Unsanitary conditions.....	99
Stopped to finish school.....	VV-4	Unsatisfactory hours.....	99
Store closed.....	54	wages.....	90
Storm.....	31	work.....	99
Strike, engaged in.....	70	Vacation.....	00
affected by.....	71	teacher's.....	VV-3
Student.....	VV-4	Veteran, disabled.....	VV-2
Style change.....	59	Vitaphone, replaced by.....	60
Substitute teacher.....	56	Visiting.....	09
work.....	56	Wages cut.....	90
Suit, law.....	X9	seeking better.....	90
Summer work only.....	30	too low.....	90
Surgical operation.....	10	Waiting for back wages.....	X9
Suspended.....	89	for call.....	52
Store, bankrupt.....	54	for cement to dry.....	53
Street cars, one-man, introduced.....	69	for permit.....	X9
Taking inventory.....	69	Water in mine.....	40
stock.....	69	Wedding, on leave to attend.....	09
Talking pictures, musicians replaced		Winds.....	31
by.....	60	Winter lay off.....	30

Women employed.....	69	Work affected health—Continued.	
Work affected health.....	99	slack.....	83
canceled.....	69	temporary.....	56
can not find.....	82	too heavy.....	91
closed down.....	54	Worker displaced.....	56
completed.....	52	Worker on call.....	56
delayed by other departments.....	53	extra.....	69
discontinued.....	69	Working conditions poor.....	99
finished.....	52	papers lacking.....	VV-6
irregular.....	56	Works part time.....	55
seasonal.....	30	Wreck.....	49
reorganized.....	63	Youth.....	69
on part time basis.....	55		
slow.....	83		

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**END OF  
TITLE**